



County of San Diego, Planning & Development Services

**INSTRUCTIONS FOR VICINITY MAP  
AND PROJECT SUMMARY PREPARATION**  
**ZONING DIVISION**

---

State law and County code require that adjacent property owners be notified of certain types of Development projects submitted for approval to Planning & Development Services (PDS). It is the applicant's responsibility to prepare and submit a vicinity map and a completed project application. The information will be reviewed for accuracy by the PDS Zoning staff. Incorrect information or a non-standard format may result in the application being rejected. Listed below are instructions for properly completing these requirements.

1. The purpose of the vicinity map is to show the location of the project relative to adjacent property, streets, and highways. It will also be used to indicate the lot sizes and patterns of surrounding property. The scale should be such that the project site makes up only the center portion of the vicinity map, with approximately ¼ mile around the site shown.
2. Maps may be copies of a County Base Map, a Thomas Guide Map, a Parcel Map or hand drawn in ink.
3. Draw the project boundaries on the map in **bold black** ink and give the exterior dimensions. Tentative Map applications shall show the proposed street layouts and lot designs.
4. **Include the scale of the map and North arrow.**
5. Complete the top part of the notice except for Record ID(s), Date Received and Project Planner contact info.
6. Submit one (1) copy of the vicinity map and the completed project summary with the project application. For further information, call PDS Zoning at (858) 565-5981.

**NOTICE TO PROPERTY OWNERS**

An application for the following discretionary permits(s) for a property in your neighborhood has been filed with Planning & Development Services:

Record ID: \_\_\_\_\_ Date Received: \_\_\_\_\_ Thomas Guide: \_\_\_\_\_

Site Address: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_ Engineer: \_\_\_\_\_

Community/Sub-Regional Plan Area: \_\_\_\_\_ **North Arrow**

General Plan Designation: \_\_\_\_\_ Regional Category: \_\_\_\_\_

Zoning Designation: Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

Acres: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_ **Scale: 1" = \_\_\_\_\_**

**FOR FURTHER INFORMATION ON THIS PERMIT APPLICATION PLEASE CONTACT THE PROJECT PLANNER:**

*MAP INSTRUCTIONS ARE ON REVERSE*

*PLEASE ATTACH MAP*

*WITHIN THIS BORDER*

----- For County Use Only -----

